

# OPIC General Internship Worksheet p. 1 of 6

## OPIC General Internship Application



### Fall 2008

#### Part 1 of 6. Personal Information

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First Name\*

Last Name\*

Primary Phone\*

Secondary Phone (Optional)

Email Address\*

Are you a U.S. citizen?\*  Yes  No

At the time of the internship, I will be a(n)\*  Upper-level Undergraduate Student  Graduate Student  PhD Student

If you are a male born after December 31, 1959, have you registered with the Selective Service?\*  Yes  No  Not Applicable

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## OPIC General Internship Application



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#### Part 2 of 6. Education

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Have you completed at least two years of college?\*  Yes  No

Will you be graduating before the completion of the internship?\*  No  Yes

School Name\*

I am a\*  Full-Time Student  Part-Time Student

Degree Expected\*  BA  BS  BBA  JD

Other Undergraduate Degree

Major\*

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## OPIC General Internship Application



### Fall 2008

#### Part 3 of 6. Internship Information

I am available\*  Full-Time  Part-Time

I can work the following days:\*  Monday  Tuesday  
 Wednesday  Thursday  
 Friday

For a total of\*  hours per week

I can begin my internship on or about\*    
Semester Start Date: 8/4/2008

I expect to complete it on or about\*    
Semester End Date: 8/28/2008

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## OPIC General Internship Application



### Fall 2008

#### Part 4 of 6. Computer Skills, Language Skills and Additional Information

OPIC operates in a Microsoft Windows PC environment and uses predominately Microsoft products. Please select your level of experience for each product below.

MS Access	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge
MS Excel	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge
MS Powerpoint	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge
MS Word	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge
Quark Express	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge
Other	<input type="radio"/> Advanced <input type="radio"/> Expert <input type="radio"/> Intermediate <input type="radio"/> Novice <input checked="" type="radio"/> No Knowledge

Please list any languages that you have had training in and include the level of proficiency for each language

Do you claim Veteran's Preference? \*  Yes  No [Click here for more information](#)

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	<b>Summer 2008</b> <b>Part 5 of 6. Choose internships you are interested in</b>
	Select upto 5 internships that you are interested in by ranking them according to your preference. Ranking number must be 1 through 5.
	<b>Office Investment Funds Internships</b> <b>Duties</b> Duties will include building queries, generating reports, designing screens in Microsoft Access and other duties as required. <b>Skill</b> Experience with Microsoft Access, Excel and Word and background in information systems design, development and maintenance. This is my # <input type="checkbox"/> Choice
<b>FINANCING</b> <b>INSURANCE</b> <b>INVESTMENT FUNDS</b> An Agency of the United States Government	<b>Office Capital Markets Investment Funds</b> <b>Duties</b> Capital markets interns will analyze financial market information and inter-relationships and maintain performance measures and statistics relating to OPIC's international project finance and investment funds transactions and their market behavior. Particular focus is placed on market pricing, performance of banks providing services to OPIC, determining investors in OPIC-guaranteed obligations and deal structuring practices and opportunities available to OPIC financial markets. <b>Skill</b> Academic concentrations in business and finance. Prior markets or banking experience is highly desirable. Facility with PC-based Excel spreadsheets and word processing is required. This is my # <input type="checkbox"/> Choice
 Small Business Assistance	<b>Office External and Public Affairs</b> <b>Duties</b> Under the guidance of an External Affairs Officer, the intern will assist in protocol events for ranking foreign and U.S. dignitaries and support OPIC's public affairs activities through as-required research projects. Other duties include: assisting in production of OPIC promotional materials, such as brochures and special editions, providing information about OPIC programs to the general public. In addition, assist in legislative activities of interest to the corporation. <b>Skill</b> Knowledge of Microsoft Word and Excel programs is required, Power Point preferred. Good oral and written communication skills are also required. This is my # <input type="checkbox"/> Choice



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OPIC General Internship Application	
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	<b>Application Completed</b>
	We have received your application. You have expressed interest in 1 internship position(s). Based on your first choice, Investment Funds Internships will review your application first.
	<a href="#">Go back to Home Page</a>